

**AmeriCorps**  
**Carol M. McArthur**



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19 October 2008

MEMORANDUM

TO: AmeriCorps member FY 2008-2009 / Childcare

FROM: Kathy Higdon, Program Assistant  
AmeriCorps Instructional Support Team

SUBJECT: AmeriCorps\*CARE Childcare Application

Your Childcare Application has been mailed. Please allow 3 to 4 weeks for your file to be processed. You will be contacted by a Child Care Coordinator at AmeriCorps\*CARE. If you have not been contacted within 3 to 4 weeks please call to verify receipt of your application. You may contact AmeriCorps\*Care at 1-800-570-4KID(4543).

**Payments are made once a month directly to the caregiver(s).** In case of weekends or holidays, checks are mailed the next business day. You must allow 15 business days before making a call in regards to a late payment.

Parents (AmeriCorps members) are responsible for any registration, late or other miscellaneous fees (i.e., meals, snacks, transportation, etc.).

Incomplete/Incorrect coupons will be returned to the sender and must be mailed back to AmeriCorps\*Care completed and correct before payment can be made. Returned coupons are considered late and will be processed for payment within 10 business days after payment office received the coupon back. Coupons will be returned if they are missing one or more of the following:

Parent's Signature, Caregiver's signature, Month care was provided, Complete attendance records, correct attendance codes, Child(ren)'s name(s), Parent's Name, Caregiver's Name, Caregiver's SSN.

***Faxed or photocopied coupons are NOT acceptable. Coupons must be original and have original signatures and attendance records.***

When calling, please have all pertinent information on hand (parent's name, child's name, Caregiver's SSN, month(s) about which you have a question, etc.)

**To discuss payment discrepancies, please call AmeriCorps\*Care at 800-793-0324 and ask to speak with a Payment Coordinator.**